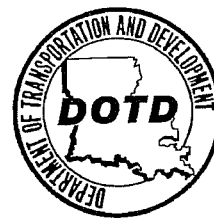




KATHLEEN BABINEAUX BLANCO
GOVERNOR

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

P.O. Box 94245
Baton Rouge, Louisiana 70804-9245
www.dotd.louisiana.gov
(225) 379-1989



JOHNNY B. BRADBERRY
SECRETARY

June 29, 2007

Dear Consultant Community,

DOTD requires that all consultants conducting business with the Department allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an independent Certified Public Account (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and LADOTD guidelines provided by the DOTD Audit Section.

Therefore, all consultants under contract with DOTD must contact the DOTD Audit Section to schedule an audit, or inform them of the status of their CPA's audit no later than April 30, of each year.

Consultants are also required to submit semi-annual labor rate information when requested from DOTD. Newly selected firms must have audited salaries and overhead rates on file with the DOTD Audit Section before starting any additional phase of their contract.

All Qualification Statements submitted to DOTD will be considered non-responsive if the consultant is not in compliance with the above requirements.

Should you have any questions, or need additional information, please contact the DOTD Audit Section at (225) 379-1434.

Sincerely,

Edward R. Wedge, III, P.E.
Consultant Contract Services Administrator

EW: wl

pc: Mr. John Lyon